

**TO: ALL ADMINISTRATORS, OFFICE PERSONNEL, and DIRECTORS**

**FROM: Dennis Van Horn, Associate Superintendent for Business Affairs  
Dwayne Odvody, Director of Purchasing**

**SUBJECT: ORDERING PROCEDURES**

**If at any time you have questions about ordering that are not covered in this document, please call Purchasing at extension 1750.**

### **GENERAL ORDERING PROCEDURES**

Each location is responsible for organizing and maintaining a file of all requisitions with **authorized signatures**. (This is required by the auditors, who visit school locations randomly during the yearly audit.) ***Keep original signed copies of on-line requisitions for three years.***

Use one of the forms shown in this bulletin when ordering if you are not doing on-line ordering. If you choose to produce the form on the computer, there are computerized Non-Stock Requisitions available on the LPS website. Under the "Go to Keyword" section of the home page, type <forms>. It will take you to the LPS forms available.

Remember that Purchasing has a tremendous paper flow during the year. **It is very helpful if you print your requisitions on green paper.**

It is important that staff in your location be able to find requisitions and related documentation. This often means that cross-references are necessary, such as a ledger to record all requisition data and a file system that coordinates with the ledger. Some of the information you may want on your ledger might be:

- |                      |                       |
|----------------------|-----------------------|
| ▶ Requisition Number | ▶ Person Requesting   |
| ▶ Date Issued        | ▶ Description of Item |
| ▶ Account Number     | ▶ Date Received       |
| ▶ Estimated Amount   | ▶ Actual Cost         |

### **IN-SERVICE OPPORTUNITIES**

Call Allison Rye at extension 1752 if you would like to schedule teacher in-service meetings.

## **ANNUAL ORDERING MEETING**

Purchasing has meetings in November of each year to distribute the new LPS catalogs, familiarize new staff with Purchasing personnel, and introduce new products and procedures. **This year's meetings will be an afternoon and a morning on different days. The dates will be announced in early fall.** This schedule should give each location an opportunity to attend one meeting. It is not necessary to attend both meetings. *Locations are urged to send ordering personnel and new administrators, if possible, to one of the meetings.* This is the best way to stay current on procedures.

## **LPS CATALOGS**

LPS catalogs are published in the fall so that ordering may be done for the fiscal year following. They will be distributed one to each building in the fall. More copies may be printed from DocuShare. Exact Web addresses will be furnished as they become available. Refer to these catalogs for information for each subject area and for items kept in stock at the Distribution Center. **NOTE that the General Stores catalog is for use during the entire 12-month period after it is published** even though the other catalogs are for reference only except during the ordering cycles.

## **REQUISITION NUMBERING**

**Requisition numbers may be up to nine digits long and must follow these general rules:**

- ✓ **Schools:** Start your requisition numbers with your **location number**.
- ✓ **LPSDO departments:** Start your requisition numbers with 9 followed by your mail box number.

## **DO NOT DUPLICATE ANY REQUISITION NUMBER FOR FIVE YEARS.**

*Follow these rules regardless of the vendor from which you are ordering* (Office Depot, stock requisitions, annual orders, or non-stock requisitions). **This is very important for accuracy and efficiency for central locations handling your requests.**

The other digits of the requisition number can be whatever numbers you choose, but they must be numbers only. Some locations find it helpful to incorporate the **fiscal year** in their requisition numbers to aid in tracking each year's orders.

For example, Lincoln East might use the requisition numbering sequence 302 04 \_ \_ \_ \_ , where 04 is the fiscal year of 2004. (Spaces were added to help you understand the concept.)

## ON-LINE ORDERING

On-line ordering for items with LPS numbers is available for approved individuals through the AS400 financial program. If you are a new employee or just wish to receive the training again, contact Shari Wiles at 458-3138 to find out when the next training session is scheduled.

Remember to final approve your requisitions in a timely fashion. Do not leave stock requisitions unapproved for more than one week. If there are annual requisitions unapproved after the deadline has passed, Purchasing will contact you.

## ON-LINE REQUISITION ORDERING

It is now possible to type your requisitions and send them to Purchasing electronically for approved individuals. Contact Shari Wiles, 458-3138, to sign up for training.

The on-line requisition ordering system should not be used for orders under \$10, equipment orders, stock orders, and orders that require an account number and signature other than what the school can approve. Remember to type in "media processing" in the special instructions area if needed.

## REQUISITION INFORMATION

- ✓ THE ADMINISTRATOR RESPONSIBLE FOR THE FUNDS USED MUST SIGN ALL REQUISITIONS.
- ✓ ALL information must be completed, including the name of your location.
- ✓ **Limit each requisition to 50 items.**
- ✓ **UNIT OF MEASURE** is an important part of the requisition. It is: package, each, set, etc. **INCLUDE THIS INFORMATION FOR EVERY ITEM!**
- ✓ Information may be handwritten, **but must be legible.**
- ✓ It is ***not acceptable*** to write "see attached" on the requisition form and have all the information on another sheet. This also applies to requisitions for payments. If a requisition is received that only states "Pay Attached Invoice," that requisition will be returned. Distribute requisition forms to teachers and instruct them about their use. **Special forms created for "in-building" use should not be necessary if teachers are correctly instructed in the use of the standard requisition form.**

When placing non-stock orders using vendors' catalogs, **use the suggested vendor catalogs whenever possible and make sure the catalog is current.** An outdated catalog may cause delays with the vendor due to price changes, items no longer available, etc. Include the complete description of the item, **starting with the vendor's catalog number. All printed materials (textbooks, etc.) must have a full ISBN. This is a unique number for that item and may end in an X.** For *unusual* items or *equipment* items, include copies of the vendor catalog pages with your requisition.

Turn around time on all requisitions is dictated by the volume of work in Purchasing at the time the requisition is received. We process orders FIRST IN-FIRST OUT. This means that we do orders in the sequence in which we receive them.

The Date Required space on the requisition is the date you would like the merchandise to be received at your location, not the date when you want the Purchase Order to be typed. When you fill in the Date Required space on the requisition, keep the above information in mind. **(ASAP is irrelevant to Purchasing, because we process all orders As Soon As Possible.)**

If items must be ordered by a certain date due to a grant deadline, seminar, summer school, etc., please note this in the "special instructions" section, NOT in the "required date" section.

Emergency Requisitions: The entire District has "occasional emergencies" on a daily basis. If you need to have a requisition processed quickly, ALWAYS call ahead to make sure we have the necessary staff on duty to process the requisition.

### **ORDERING FORMS (ATTACHMENTS)**

When ordering these forms, please order or request only what you will use in a year. Any form you use should have a revision date of no earlier than 1994.

**Form #521117: Equipment Requisition Form** (see page 6) – Use this form to order equipment items, especially those that may need installation, or for which central funds are paying. This is a specialized form, used to facilitate installation or planning for space, and includes lines for central fund authorization. If installation is required, you must enter a TMA request on the AS400. This form is **blue**, and is packaged 25/pad. The latest revision date is 7/00.

### **LOCATING FORMS ON THE LPS WEBSITE (ATTACHMENTS)**

1. Go to the LPS home page.
2. Type "forms" in box titled "Go to Keyword", then click "Go!"
3. If you know the form number, type it in the "Numb" box.
4. If you don't know the form number, select "Purchasing" in drop down box for "Dept" and click "Search".
5. Scroll down through forms listed until you find the form you need, then click on the blue underlined description.

**Form #PR0001: Non-Stock Requisition Form** (see page 7) – Use this form to order any NON-STOCK items (items which are not stocked at the Distribution Center). To view this form, click here

<http://misc.lps.org/misc/forms/assets/pr0001.pdf>

**Form #PR0002: Catalog Items Order Form** (see page 8) – This form has been designed to replace the Stockroom Requisition, the Annual Supply Checkerboard, and the Annual Equipment Checkerboard. To view this form, click here <http://misc.lps.org/misc/forms/assets/pr0002.pdf> Use this form to order anything that has an LPS number during the annual cycles or for stock requisitions during the remainder of the year. Or use it internally in your building for staff to use when completing orders with LPS numbers.

**EQUIPMENT REQUISITION**  
Purchasing Department  
Lincoln Public Schools  
Lincoln, Nebraska

Req. No. \_\_\_\_\_

P.O. No. \_\_\_\_\_

Purchasing—blue copy  
School—photocopy

Location Name \_\_\_\_\_ Location Number \_\_\_\_\_ Today's Date \_\_\_\_\_ Date Required \_\_\_\_\_

Requested By \_\_\_\_\_

Approved By \_\_\_\_\_

Account Number \_\_\_\_\_

<b>Central Office Use Only (Approved By)</b>	
_____ Consultant's Signature	_____ Central Office Signature

<b>This Section Must Be Completed</b>	
1. <input type="checkbox"/> Addition <input type="checkbox"/> Replacement <input type="checkbox"/> New Program/Program Growth <input type="checkbox"/> Building Enrollment Growth <input type="checkbox"/> Stolen Justification. If replacement, list item being replaced, make, model number, serial number, etc. If more space is needed, attach another page.	
2. Connections required for this equipment: <input type="checkbox"/> electrical <input type="checkbox"/> gas <input type="checkbox"/> water <input type="checkbox"/> other _____ <input type="checkbox"/> none	
3. Space for this equipment: <input type="checkbox"/> is adequate <input type="checkbox"/> will require remodeling <input type="checkbox"/> other _____	
4. Installation of this equipment required by: <input type="checkbox"/> the vendor <input type="checkbox"/> school personnel <input type="checkbox"/> CM&F	
(IF CMF IS TO INSTALL, YOU ARE REQUIRED TO ENTER A TMA WORK REQUEST)	

Quantity	Unit	Description (One item per requisition) (Please be specific: size, color, special features, mfg's number, vendor catalog number, brand name)	Unit Cost	Total Estimated Cost
SAMPLE				

Vendor Code	<b>Complete Vendor Address</b>	
	Name	F.O.B.
	Address	Delivery
		Quote No.
		Buyer





**CATALOG ITEMS ORDER FORM**  
Purchasing Department  
Lincoln Public Schools

Req. No. \_\_\_\_\_

Date 11/07/03

**FOR ITEMS WITH LPS NUMBERS**

School/Location Name \_\_\_\_\_ Location No. \_\_\_\_\_

Person Requesting \_\_\_\_\_ Total Dollars This Page 0.00

Centrally Funded?  Yes  No Consultant Approval \_\_\_\_\_ Central Office Approval \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Account Number \_\_\_\_\_

**—EQUIPMENT ITEMS ONLY—**  
**\*If installation by CMF, TMA Work Request must be entered.**

List items requiring installation or remodeling

Work to be done:  
 By vendor     By CMF\*

Qty.	Item #	Brief Description	Unit Cost	Total Cost	Comments
1				0.00	
2				0.00	
3				0.00	
4				0.00	
5				0.00	
6				0.00	
7				0.00	
8				0.00	
9				0.00	
10				0.00	
11				0.00	
12				0.00	
13				0.00	
14				0.00	
15				0.00	
16				0.00	
17				0.00	
18				0.00	
19				0.00	
20				0.00	

**LPS ITEMS ONLY**



Reduce  
Reuse  
Recycle